

INTERNAL USE

SUBJECT: Approval of Recruitment and Appointments

The suggestion contained in paragraph 4 is approved.

SIGNED

1 OCT 1959

E. P. Galt
General, USAF
Deputy Director

Date

GE/Pers [] (3 Sept 59)

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Distribution:

Orig. & 1 - G/Pers

1 - ER ✓

1 - ECI

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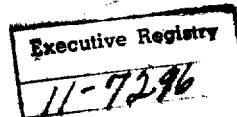
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1 OCT 1959

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Inspector General

SUBJECT : Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.

2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.

3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director for approval before inviting the individual to enter on duty.

SIGNED

C. P. Cabell
General, USAF
Deputy Director

STAT

Distribution:

- ✓ - ER ✓
- 1 - DCI
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Originator:

[Redacted Signature Box]
Director of Personnel

Done

Deputy Director
(Support)

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